



06-C-1348

ATLANTA CITY COUNCIL

MARY NORWOOD
COUNCILMEMBER
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RECEIVED

JUN 05 2006

MUNICIPAL CLERK

June 1, 2006

The Honorable Felicia Moore, Chair
Committee on Council
55 Trinity Avenue, SW
Atlanta, GA 30302

Dear Ms. Moore:

Please accept Ms. Jasmine Grant as my appointment to the Atlanta Commission on Women. Ms. Grant resides at 1745 Sylvan Road SW, Atlanta, Georgia 30310.

Ms. Grant is an exceptionally talented worker in the financial services industry, with a proven commitment to the greater Atlanta community. Her credentials are attached for your review. I believe she will serve as a valuable asset to the Atlanta Commission on Women.

Sincerely,

Mary Norwood
Councilmember, Post-2 At Large
Atlanta City Council

c: President Lisa Borders, Atlanta City Council
Jim Maddox, Chair, Community Development and Human Resources
Rhonda Johnson, Municipal Clerk

JASMINE N. GRANT

1745 Sylvan Road SW
Atlanta, GA 30310
jasmine_grant@ml.com

OBJECTIVE

To support, encourage, and provide assistance to Atlanta based organizations utilizing my experience, background, and resources to improve the community.

EXPERIENCE

February 2004- Present	Merrill Lynch	Atlanta, GA
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Financial Analyst

- Designed and implemented strategic portfolio allocations for ultra-high net worth investors.
- Performed due diligence on money management firms and assisted in portfolio management activities by interviewing portfolio managers and reviewing operations of money management firms.
- Created comprehensive performance reviews of portfolios quarterly and annually. Reviews were submitted to Private Wealth Advisor for dissemination to clients.
- Developed marketing materials to demonstrate the team's investment capabilities for prospective clients which contributed to the addition of over \$40 million in new assets.
- Utilized mortgage background to set up complex mortgages and securities based loans.
- Awarded October 2005 *Worth* magazines Top 100 Private Wealth Teams.

July 2003-February 2004	Bank of America/Contact Team	Atlanta, GA
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Team Lead

- Accountable for the needs of over 20 associates to achieve maximum productivity in processing, and closing loans.
- Responsible for reporting on associates' progress and documenting common problems and solutions occurring in the workflow.
- Managed escalated loans to ensure an expedited closing and improve customer experience.
- Provide solutions for questions/concerns raised on operating the Loan Production System (LPS).
- Serve as point of contact between Site Director, area partners, and internal and external customers.
- Analyze loan parameters, title work, property valuation, and other criteria to determine loan eligibility for program.

May 2000–October 2002	Resource Horizons Group, L.L.C.	Atlanta, GA
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Operations Manager

- Licensed BD, RIA, and Insurance L.L.C. in 45 states.
- Researched and selected all BackOffice software.
- Managed all areas of operations – commissions, licensing, trading, business processing, and administrative staff.
- Responsible for records of broker dealer for compliance purposes.
- Updated web page with sales ideas, compliance alerts, and other industry related info.
- Prepared annual master budgets.
- Fielded and resolved basic compliance questions

- Liaison to firm lawyers and consultants on various projects.

February 98-May 2000 Centennial Capital Management

Atlanta, GA

Commissions Supervisor

- Resolved all commission related problems and requests.
- Coordinated 250 sales representatives' commissions in over 45 states.
- Managed Commission and scanning staff.
- Reduced commission related complaints by 90%.

October 97-February 98 Centennial Capital Management

Atlanta, GA

Operations Assistant

- Processed and tracked all businesses, block transfers, change of B/D requests.
- Responsible for ensuring reps participated with B/D E&O policy.
- Retained all client information for mailings.

EDUCATION

1994-1997 University of Michigan-Civil Engineering
Bachelors Finance Georgia State University

Ann Arbor, MI
Atlanta, GA

LICENSES

Series 7, 66 NASD Registered Securities License